



# Frequently Asked Questions ABC Recertification Report

Revised: March 28, 2022

- **Is each licensed ABC required to file a recertification report with the ICC each year?**  
Yes.
- **When is the ABC Recertification Report due?**  
March 31st of each year.
- **What time frame should be covered in the ABC Recertification Report?**  
The previous calendar year. For example, the report due March 31, 2021 should cover the time period of January 1, 2020 – December 31, 2020.
- **Are ABCs that receive their license near the end of the reporting period such as November or December still required to file the ABC Recertification Report?**  
Yes.
- **Is there a report format that should be followed?**  
Yes, there is an ABC Annual Report Form posted at <https://www.icc.illinois.gov/authority/agents-brokers-and-consultants>.
- **Are there filing fees for Recertification Reports?**  
No.
- **Will this annual report recertify my ABC license for the next year?**  
Yes, so long as the report is complete.
- **What are the consequences of failing to file the ABC Recertification Report?**  
The Commission will take formal action that may result in the revocation of your ABC license.
- **What is the ICC Docket # for current certification asked for on the ABC Report Form?**  
It is the ICC Docket # from the original ABC license application proceeding.

- **What is the process to request confidential treatment of an annual report?**

A public redacted version of the verified report may be submitted to the Commission along with a proprietary version. If submitting a public redacted version of the report, the public redacted version must be separate from the proprietary version and must be under separate seal.

Separate seal means separate signature pages. If both a public redacted and a proprietary version of the report are submitted, the report will automatically be granted confidential treatment. The public redacted version may redact from the verified report the name or names of every certified electricity supplier contained in the report to protect against disclosure of competitively sensitive market share information. The information shall be afforded proprietary treatment for two years after the date of the filing of the verified report.

- **What bond information should be provided to meet the financial requirements of the report? Is bond information required even if the bond is still in effect and/or not up for renewal yet?**

A copy of the current bond, even if it has previously been provided to the ICC, a renewal certificate or a receipt showing the bond has been renewed.

- **What information should be included for the number of non-residential and residential customers for which the licensee either sold or procured on behalf of the customer?**

Only provide a customer count, no customer names or addresses. For ABCs also operating in other states, only include the count of customers in Illinois.

- **Is there a place to reflect a change in company address or contact information?**

Yes, changes to the company address, phone number, email address and other contact information can be provided in f) Sections 454.60 Managerial Licensing Requirements and 454.70 Technical Licensing Requirements.

- **Can an ABC check to see if the Annual Recertification Report were received?**

Yes. Type in the ABC name on the ICC's [Entity Search website tool](#) and click the search button. Click "View Profile." Once the profile appears, click "Compliance Filings" to view all compliance filings and confirm the Chief Clerk's Office receipt of the annual report.

- **Are there any additional reporting requirements to be aware of?**

Yes, a list of reporting requirements can be found at the bottom of this website:  
<https://www.icc.illinois.gov/authority/agents-brokers-and-consultants>.

- **Whom should ABCs contact with additional questions regarding ABC Filing Requirements?**

- Rebecca West  
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